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# Office Memorandum • UNITED STATES GOVERNMENT


TO : Chief, Classification and Wage Division  
Personnel Office  
THRU : Acting Comptroller *PHF*  
FROM : Chief, Fiscal Division

DATE: 9 December 1953

SUBJECT: Position Descriptions - Recommendation

1. As a result of a reorganization in the Payroll Branch of this Division, it is believed necessary to redefine the duties and responsibilities of some of the individuals engaged in that work. The old Payroll Preparation, Payroll Audit, and Retirement and Leave Sections have lost their identities as such and the work is now organized so that all of those functions necessary as pertaining to the individuals and their pay accounts are effected within single block operations under group supervisors. There is attached an organization chart of the Payroll Branch as it is now functioning.

2. There are also attached, in duplicate, Position Description, Standard Form No. 75, for each of those positions which it seems necessary to redefine. It is recommended that they be reviewed and consideration be given to allocating the grades of the positions at the earliest practicable date.

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## Attachments:

Std. Form 75 - 5 copies  
Payroll T/O

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